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Report for Week Ending 2 October 1957
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 27 actions requiring the printing of 374,850 copies or sets of blank forms. This represents an increase of 3 actions and a decrease of 127,000 copies compared to last week.
- (2) Three new and 3 revised forms were approved.

b. Intangible

- (1) Six tests were made of Form No. 1200 (Part I) on an IBM machine using forms printed by [] with conductive ink. These tests proved unsatisfactory. 25X1

Samples of the forms, ink and Oza master paper were then taken to the TSS Printing Section for testing. Numerous tests were made on the form printed by [] and also by [] as well as on the ink purchased by the Agency. 25X25X1

New samples of form printed by TSS using both zinc and rubber plates resulted in negligible results on the IBM machine.

TSS is of the opinion that the ink which has been purchased is insufficiently refined and their efforts are currently being directed toward a measurement of its OHMS. We are currently *awaiting* the results of their analysis.

- (2) Evaluated Suggestion #2579 re: prepunching of forms and other file papers. Recommended disapproval.
- (3) PSD Forms Survey - Thirty-five bootleg forms inventoried to date. Team is now collecting data at [] Plant. 25X1

2. Assignments

a. Active

- (1) Five new and two revised forms are pending.
- (2) One Employee Suggestion is presently in the office.

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3. News

- 25X1 a. Discussed current reproducible systems forms procurement difficulties with [] and [] 25X1
- 25X1 [] Cable Secretariat and Jack Davis, MrGregor and Werner, Inc. Mr. Davis proposed that Cable Secretariat buy 5,000 sets of the Cable Form containing the A&M Offset Master from his competitor, McGregor Carbon Forms Company and that 25X1
- 25X1 [] place them in actual operation to determine once and for all whether A&M's contention that the A&M Mat will work as well as the Col:tho mat in a set (when imaged by carbon paper in the set) is fact or fiction. This, [] was reluctant to do, fearing a breakdown in the Cable system. He and Mr. 25X1
- 25X1 [] both feel that their previous tests of the A&M mat in the set were conclusive enough to preclude use of this mat in this manner. [] and I were in accord that the Agency badly needs a single source of supply contract for such forms and agreed that we would discuss this with [] in the near future. 25X1
- 25X1 b. On September 27, 1957 met with Messrs [] 25X1
- 25X1 [] and other DD/P officials to discuss the revised Dispatch Form. Agreed on reducing the number of parts from 8 to 6 and increasing the length from 10 $\frac{1}{2}$ to 14 to get better files utilization and reduce the number of 2-page dispatches. A subsequent meeting on 30 September 1957 was held with Messrs 25X1
- 25X1 [] to develop additional format changes. Redrafting of the revised format is now going on.
- 25X1 c. On 7 October 1957 [] and I will attend suggestion award presentation ceremonies in which the Director will personally make the largest total suggestion award (\$8500) in the Agency's history. Four employees who suggested improvements in the Clandestine Services Reporting System will share in this award. RMS was the principal evaluation of these suggestions. 25X1
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Report for Week Ending 2 October 1957
from
PROJECTS STAFF

1. Contributions

- a. Reviewed previous evaluations of Employee Suggestions 2579, 2899 and 58-7 and restated the Records Management Staff's position on prepunching forms, stationery, and file folders. [] 25X1
- b. Developed FY 58 schedule for OTR conducted training. The schedule allots about 2% of the Staff's total working hours for FY 58. Credit for on-the-job training added to this should fulfill our 5% training obligation. [] 25X1

2. Assignments - Active

- a. Personnel-Type VM Records - Reviewed reports of records considered vital by OTR components and determined that the Support Staff and the Assessment and Evaluation Staff were the only two that have personnel-type records for deposit. However, these reports revealed considerable room for reducing proposed deposits for non-personnel-type records. The ARO for OTR agrees. The reports cited above, which reflected considerable deliberation by OTR personnel, will serve as valuable references should we undertake streamlining OTR's entire schedule.

Met with the ARO for Personnel who stated [] concurred in the recommendations of our 20 September memorandum as they applied to Records and Services Division. The ARO will discuss military personnel records deposits with the Chief, Military Personnel Division this week. [] 25X1

- b. ORR Files Installations - Completed installing the Agency filing system in the Publications Staff. In addition to establishing a standard file arrangement, we reduced the file by 15% through destruction of obsolete material. [] 25X1
- c. VM Microfilming - Microfilming continues in ORR/Geographic Division. Project is about 82% complete. Arrangements have been made for the annual filming of the OO/C Source File. Twelve hours of overtime will be required to accomplish this on October 11 and 12. [] 25X1
- d. Second Support "County Fair" - Developing material for display which will depict end products of Records Management Staff services and benefits resulting from these. The "Fair" is scheduled for October 9 between 1400 and 1600 hours. [] 25X1

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3. News

- a. Attended the third meeting of the U.S. Government Correspondence Manual Working Committee. [] 25X1
- b. Analyzed headquarters and field issuances of stationery for FY 57. Total issuances of about 18 million sheets approximated the volume for FY 56. However, usage of regular tissue decreased from $3\frac{1}{4}$ million to slightly over 2 million sheets, while usage of Letterex increased from $8\frac{1}{2}$ million to almost 10 million sheets. ([]) 25X1
- c. Two hundred and fifty-four hours were credited to training during September; forty of which were for on-the-job training and 214 for OTR conducted training. The total of 254 hours represents about [] of the working hours available to the Staff during September. []

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from
RECORDS DISPOSITION BRANCH

1. Assignments - Active

✓ a. Project 6-95 - Office of Personnel

25X1

Draft schedules have been prepared and submitted to all Staffs and Divisions of the Office except Military Personnel Division. The review will begin in this Division tomorrow.

Office of the Chief, Personnel Procurement Division, informed us that they are now prepared for the installation of the Subject-Numeric Filing System. This installation is scheduled to begin Monday, October 7. Project is 75% complete.

b. Project 6-101 - RI/DD/R

25X1

A letter of transmittal is being prepared for the "sanitized" version of the Clandestine Services Records Schedule. Project is 91% complete.

- CS Disposal List No. 1 has been submitted to this branch for appraisal and approval.

✓ c. Project 8-9 General Counsel

25X1

The transmittal letter and the Records Control Schedule have been prepared and awaiting approval of the Records Management Staff. The Office of the Legislative Counsel is in process of being physically transferred to the East Building. When transfer has been completed the ARO will conduct a survey of the records and forward the information to be included in the schedule for the General Counsel. Project is 80% complete.

✓ d. Project 9-18 - Office of Operations/Contact

25X1

An audit of the records in the area offices of the Collection Branch has been completed. The survey will continue in the Support areas of the Division. The personnel thus far contacted have been very cooperative and anxious for an active disposition program. Project is 20% complete.

✓ e. Project 8-20 - ORR

Installation of the Subject-Numeric File System has been completed in 3 of the 34 units of the Economic Research Area. Project is continuing into the Current Support Staff and the Services Division. Project is 6% complete.

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2. Assignments - Inactive

a. Project 6-40 - OCR

b. Project 6-90 - Commercial Staff

25X1

3. News

A member of this branch is assisting in the Space Utilization Survey being conducted in MRD/Comptroller.

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